

APPLICATIONS SOFTWARE

This is software, which is of use to the end-user, rather than software, which is needed by the computer to operate, or as an interface between user and machine.

This can be broken down as follows:

GENERIC/SPECIFIC or GENERAL PURPOSE (OFF THE SHELF)

Buy a commercially available program ‘off the shelf’ such as a database or spreadsheet that has potential to perform functions, or can be modified (Appleworks, Word, Excel, Filemaker Pro fall into this category)

Large numbers sold, so relatively cheap	Appropriate to wide variety of applications
Thoroughly tested	Suitable for inexperienced user
Easy to use	Extensive documentation
Can give ‘clumsy’ solution	Need to know package inside out

BESPOKE

Ask a software house (company specialising in production of software) to take on task of writing a specific program for the organisations’ needs or use its own programming staff to produce software ‘in-house’.

Should be perfect fit	Changes often difficult to arrange
Can be developed for any application	May take months to produce and test
Should produce better documentation and training	

THE GENERAL CHARACTERISTICS OF GENERIC PACKAGES Chapter 22

You should be able to name the major pieces of software, compare different packages and describe the following features.

WORD PROCESSING P

word wrap	scrolling	deletion
insertion	block marking	text movement or copying - cut & paste
formatting - left/justified/centred WYSIWYG	dictionaries -including users, spell checking, thesaurus	hard space (intended space), soft space (justified/double spacing), micro-spacing
printing styles	justification	mailing lists - mail merge
fonts	Import files	templates

Desktop Publishing

modifying text - fonts/styles	importing text	columnar display
importing pictures and diagrams	re-sizing pictures	geometric shapes - lines, rectangles, circles
Applying consistent heading and paragraph styles	mixing text and graphics	handling very large documents

